

PURCHASING MANAGER

GRADE: 26

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Purchasing Manager performs difficult professional and administrative work managing the activities of the Purchasing Division of the Department of Finance. The work requires regular contacts both within and outside the division to carry out programs and explain specialized matters and work with senior management and contractors to resolve protests, appeals and purchasing questions. The physical work is limited in nature, generally in an office setting, and requires effort in handling multiple tasks and meeting tight deadlines. The work, by its nature and scope, is subject to functional policies and goals under general managerial direction. The incumbent participates in program development, service delivery and supervision of subordinate staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display positive behavior with regard to work; willingly accept constructive criticism; demonstrate respect toward others.

EXAMPLES OF DUTIES:

- Administers an electronic procurement process using a web based Financial System.
- Sets purchasing project priorities.
- Establishes and implements short and long-range division goals, objectives, policies and operating procedures.
- Reviews major procurement contracts, coordinates contract compliance, change orders and problem resolution in conformance with contract law.

- Performs source selection utilizing Internet, registration forms, industry contacts, publications, etc.
- Reviews and evaluates professional service proposals including making determinations of evaluation criteria in coordination with user departments. Serves on proposal evaluation committees.
- Reviews and approves contract award recommendations in excess of \$100,000 to be presented to Mayor and Council.
- Assures that Purchase Orders, contracts, bonds, and insurance documents are correctly processed and executed and that proper records are maintained for public record.
- Negotiates contract terms and conditions for goods and services according to City standards and specifications.
- Monitors current national, state and local contracts/specifications; determines best method of procurement for each purchase to ensure compliance with state statutes, city ordinances, grant requirements, and other guidelines.
- Ensures departmental compliance of the de-centralized procurement policy with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations and coordinates, implements, administers and maintains the Purchasing Card Program and systems.
- Reviews contract documents, licenses, and maintenance agreements to assure compliance with state statutes, city ordinances, grant requirements, and other guidelines.
- Confers with Legal Counsel on non-compliant contract issues, negotiates required changes with contractors.
- Coordinates and leads special projects required for the efficient operation of the Division and the City procurement process.
- Serves as proactive liaison with other departments as necessary to forecast supply needs and relevant quality of supplies.
- Ensures proper internal controls are in place for procurement process.
- Keeps informed of State statutes that affect Purchasing policies and procedures.
- Stays current with best practices in e-commerce and e-procurement through direct contact, conference attendance and professional publications.
- Collects, analyzes and interprets data relating to the performance of a variety of contracts.
- Oversees the management of the City's warehouse and sets policies etc. for inventory management.
- Develops and manages division budget.
- Prepares or completes various forms, reports, correspondence, bid specifications, bid schedule, budget documents, audit reports, graphs, or other documents.
- Manages staff development and training on automated purchasing system and purchase card system.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

A Bachelor's Degree from an accredited college or university in Business or Public Administration or a closely related field and seven years of progressively responsible experience in governmental procurement in an automated environment including considerable supervisory experience. Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) is preferred.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of purchasing methods and procedures, including buying, inspecting, storing, issuing and charging systems.
- Considerable knowledge of the types, nomenclature and sources of supplies for a wide variety of materials, equipment, and services used by the City and of the market and price trends affecting them.
- Skill in managing multiple projects and programs.
- Skill in proper application of laws relevant to the work.
- Ability to effectively navigate the Internet to obtain necessary procurement information.
- Ability to develop acceptable policies and procedures, relative to the work.
- Ability to deal, communicate, motivate, influence and work effectively with individuals at all levels both within and outside the organization.